

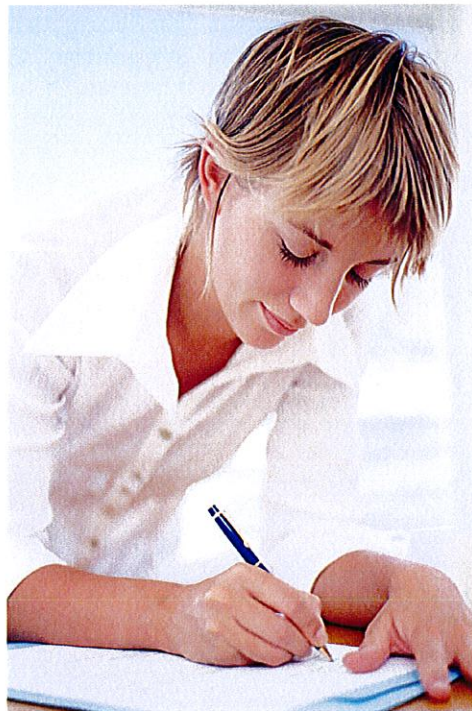
SBI APPLICATION PROCESS

CLARK COUNTY HUMAN RESOURCES

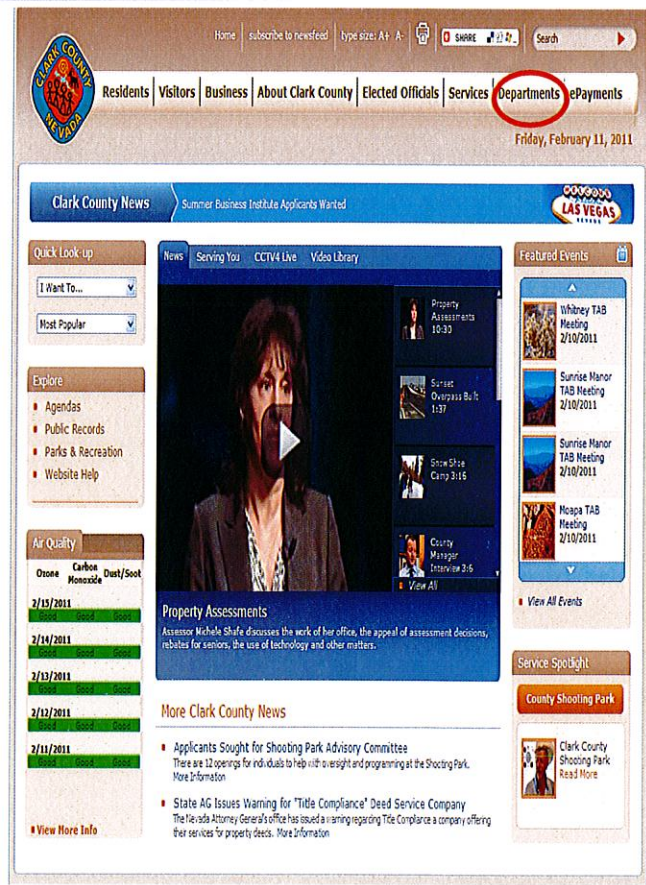
Diane Koksha, Employment Manager

Kaveida Allen, SBI Coordinator

Lets Get Started...



- Visit:
www.clarkcountynv.gov
- Click on Departments
link (top right corner)



- Scroll down the list of departments to find Human Resources

- Click on Link

Visitors | Business | About Clark County | Elected Officials | Services | Departments | ePayments

Sunday, February 13, 2011

Departments

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Clark County Switchboard	(702) 455-0000	
Administrative Services	(702) 455-3530	ced@ClarkCountyNV.gov
Animal Control	(702) 455-7710	dave@ClarkCountyNV.gov
Emergency Management	(702) 455-5710	oem@ClarkCountyNV.gov
Intergovernmental Relations	(702) 455-4109	bolin@ClarkCountyNV.gov
Laughlin Town	(702) 298-0828	jab@ClarkCountyNV.gov
Park Police	(702) 455-7532	michaera@ClarkCountyNV.gov
Policy & Analytical Services	(702) 455-4109	bolin@ClarkCountyNV.gov
Public Response Office	(702) 455-4191	sxr@ClarkCountyNV.gov; nhendlev@ClarkCountyNV.gov
Fire Department	(702) 455-7311	
Prevention	(702) 455-7316	
Training	(702) 455-7700	
Human Resources	(702) 455-4565	dianek@ClarkCountyNV.gov
Information Technology	(702) 455-3282	itadmin@ClarkCountyNV.gov
GIS	(702) 455-3855	gismo@ClarkCountyNV.gov

■ Click Application



Human Resources



Summer Business Institute



Videos

[Application](#)

[Application Process](#)

[Frequently Asked Questions](#)

[High School Statement](#)

Founded in 1996, the Summer Business Institute represents a collaborative effort between the Clark County Human Resources Department, Clark County School District, UNLV and the local business community. The focus of the program is to give youth opportunities to experience a corporate environment from working inside. The Summer Business Institute features an eight-week internship, which includes business mentoring, life skills training, financial management and a civic engagement project.



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Click on Summer Business Institute

Human Resources			
Friday, February 10, 2012			
CLARK COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER			
<p>NOTICE: Permanent employees must maintain a principal place of residency within the boundaries of Clark County within 90 days of employment. Employees hired after January 1, 2009, will be required to provide proof of compliance with Nevada motor vehicle registration and drivers' license laws. (Ordinance No. 3881)</p> <p>Clark County is pleased to offer an online job information page and application process. The positions for which we are currently accepting applications are listed below. To view the job announcement for a particular position, click onto the job title. You may apply online by clicking the Apply button and follow the prompts.</p> <p>Although the job application gives you a choice of paper or email notifications, please be aware that in an effort to go Green, Clark County Human Resources will only be sending electronic notices.</p> <p>If this is your first time applying online, you must create an account that includes a unique username and password. <i>Note: Each applicant must have his/her own email address when setting up an account. Do not share your username and password with anyone. Only one applicant per account is allowed.</i></p>			
Position	Emp. Type	Salary	Closing Date
ASSISTANT COURT ADMINISTRATOR	EXEMPT	\$82,721.60 - \$128,211.20 Annually	02/28/12
BUSINESS SYSTEMS ANALYST	PERMANENT	\$48,276.80 - \$74,817.60 Annually	02/10/12
ELECTION OFFICER - REGISTRATION	LIMITED PERM	\$11.54/Hour	02/10/12
ELECTION OFFICER - WAREHOUSE	LIMITED PERM	\$11.54/Hour	Continuous
ELIGIBILITY SPECIALIST	PERMANENT	\$35,526.40 - \$54,995.20 Annually	02/21/12
FINANCIAL SYSTEMS ANALYST II (SAP Security)	PERMANENT	\$52,124.80 - \$80,828.80 Annually	02/22/12
HUMAN RESOURCES ANALYST I/II	PERMANENT	\$48,276.80 - \$80,828.80 Annually	02/27/12
LEGAL OFFICE SPECIALIST	PERMANENT	\$32,843.20 - \$50,897.60 Annually	02/10/12
MANAGER JUVENILE JUSTICE SERVICES	EXEMPT	\$70,928.00 - \$109,928.00 Annually	02/17/12
OFFICE SERVICES AIDE	PERMANENT	\$24,003.20 - \$37,190.40 Annually	02/27/12
PROGRAMMER ANALYST I/II	PERMANENT	\$48,276.80 - \$80,828.80 Annually	Continuous
PTH FACILITATOR	PART-TIME	\$20.00 - \$25.00 Hourly	03/06/12
PTH SYSTEMS TECHNICIAN	PART-TIME	\$10.00 - \$16.00 Hourly	02/17/12
PUBLIC GUARDIAN CASE MANAGER I/II	PERMANENT	\$44,720.00 - \$74,817.60 Annually	02/10/12
RECORDATION ADMINISTRATOR	EXEMPT	\$60,819.20 - \$94,244.80 Annually	02/22/12
SENIOR BUSINESS LICENSE TECHNICIAN	PERMANENT	\$35,526.40 - \$54,995.20 Annually	02/10/12
SENIOR FINANCIAL SYSTEMS ANALYST	PERMANENT	\$56,305.60 - \$87,276.80 Annually	02/22/12
SUMMER BUSINESS INSTITUTE	PART-TIME	\$8.25 Hourly	03/09/12
TYPE PLANNER/SCHEDULER LAUGHLIN (WASTEWA...	PERMANENT	\$52,124.80 - \$80,828.80 Annually	Continuous

■ Job Announcement

■ Click Apply

 **Human Resources** 

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Job Title: SUMMER BUSINESS INSTITUTE
Closing Date/Time: Fri. 03/09/12 5:01 PM Pacific Time
Salary: \$8.25 Hourly
Job Type: PART-TIME
Location: Clark County - Las Vegas, Nevada
Department: Various
Exam Number: SBI - 2012

[Print Job Information](#) [Apply](#)

ABOUT THE POSITION	Benefits	Supplemental Questions
<p>Clark County is accepting online applications for the summer 2012 Summer Business Institute - a summer job program for current high school sophomores, juniors, and seniors. Clark County launched the SBI program in 1996 in an effort to expose inner-city youth to the variety of career choices around them. Over the years, the program was expanded to serve a more diverse student population.</p> <p>This is the 16th year Clark County has sponsored the SBI program, which provides selected teenagers employment opportunities in a variety of fields, including law, medicine, architecture, education, and communications. The program is a partnership between Clark County, the Clark County School District, and more than 80 area businesses.</p> <p>Through collaborative partnerships participants will be paid \$8.25 an hour to work eight-hour days Monday through Thursday, and learn about financial management, life skills and civic engagement through regular seminars. Additionally, all participants may be eligible for college scholarships at the close of the program.</p>		
MINIMUM REQUIREMENTS:		
<p>Students must have at least a 2.0 grade point average and must be a high school junior or senior, or a college freshman by the fall of 2012 in order to apply.</p> <p>NOTE: Students interested in this position MUST submit an online application at www.clarkcountynv.gov, no later than 5:00 PM on the closing date.</p> <p>Also students MUST fax or deliver the following four (4) documents:</p> <p>1) Most recent school transcript listing all the grades you have earned while attending high school.</p>		

Create Your Account

Are you registered?

To apply online for a position, please [create an account](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

[Online Employment Application Guide](#)

Username:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	
I Forgot My Username and/or Password	

Not Registered Yet? [Create Your Account Here!](#)

To access the personalization features of GovernmentJobs.com you must first be a registered user. Registration is completely free and takes only a few seconds. We don't share your information with anyone and we're not going to send you an unsolicited e-mail. For more information about privacy at GovernmentJobs.com, please read our [Privacy Policy](#).

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Request New Job Seeker Account

*** First Name**


Middle Initial

*** Last Name**

Primary Phone

Alternate Phone


*** Email**

*** Notification Preference** 
By which method would you prefer to be notified about application status, testing dates and examination results?


*** Address 1**

Address 2

*** City**

*** State** 

*** Zip**

Country 


*** Username**
Tip: Your usernames must be unique. Choose a Username that you can easily remember. You may use letters and numbers and the underscore "_". Example: john_doe25


*** Password**
Password must contain at least one letter (any case)
Password must contain at least one number
Password must contain at least one special character
Password must be at least 8 characters long

*** Confirm Password**

Password Hint

Tip: If you forget your password, you can click on [Lost Password](#) and you will receive an email to reset your password.

*** Question #1** 

*** Question #3** 

Save

■ Fill Out Required Fields

■ Click Save

Create Your Application

Welcome, Clark County

Main Menu

Application Status

My Account

■ Click Create Application

Thank you for registering with GovernmentJobs.com. Your account is now active.

In order to apply for a position you need to create an application first. Click on the 'Create Application' button and we'll guide you through the process.

Create Application

Applications You've Created:

Name	Date Created	Modify
------	--------------	--------

Tip: You do NOT need to recreate a new application every time you're applying for a position.

Welcome, Clark County

Main Menu

Application Status

My Account

■ Name Application

Build New Application

To create an application, enter the name of the application in the box below and click the 'Create Application' button. Keep in mind that you can create multiple applications, so choose a descriptive name for your application like **Educational Application** or **Accounting Application**.

Application Name (for your own reference):

Create Application

Tip: You can reuse this application to apply for as many positions as you'd like. You do NOT need to recreate a new application every time you're applying for a position.

■ Fill Out Required Fields

■ Click Save & View Application

Main Menu	Application Status	My Account
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SUMMER BUSINESS INSTITUTE - Application process steps:

① [Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Job Application » Profile * Required Field

[Cancel](#) [Save & View Application](#)

Contact Information

* First Name

Middle Initial

* Last Name

Primary Phone

Alternate Phone

* Email

* Notification Preference
By which method would you prefer to be notified about application status, testing dates and examination results?

* Address 1

Address 2

* City

* State

* Zip

Country

Former Last Name

list only one; leave blank if none

Month and Day of Birth

[Cancel](#) [Save & View Application](#)

Complete the Following:

- Personal Information
- Preferences
- Education
- Work Experience
- Certificates or Licenses
- Skills
- Additional Information
- References

Go to Step 2

Main Menu	Application Status	My Account
SUMMER BUSINESS INSTITUTE - Application process steps: <div> Job Application Agency-wide Questions Agency-wide Questions Application Application Application </div>		
Job Application » Review		
<p>Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.</p> <p align="center">Go to Step 2: Agency-wide Questions</p>		
<p>Contact Information Edit Contact Information</p> <p>Name: Clark County Address: 500 S. Grand Central Pkwy Las Vegas, Nevada 89155 Email: quillata@clarkcountynv.gov</p> <p>Home Phone: Notification Preference: Alternate Phone: Email: Former Last Name: Month and Day of Birth:</p>		
<p>Personal Information Edit Personal Information</p> <p>Can you, after employment, submit proof of your legal right to work in the United States? Yes What is your highest level of education? High School</p>		
<p>Preferences Edit Preferences</p> <p>Preferred Salary: Are you willing to relocate?</p> <p>Types of positions you will accept: Types of work you will accept: Types of shifts you will accept: Objective</p>		
<p>Education Add Education</p> <p>Work Experience Add Work Experience</p>		
<p>Certificates and Licenses Add Certificates or Licenses</p>		
<p>Skills Add Skills</p> <p>Office Skills Typing: 0 Data Entry: 0</p>		
<p>Additional Information Add Additional Information</p>		
<p>References Add Reference</p>		
<p>Resume Text Resume Text Resume not accepted for this job application process</p>		
<p>Attachments Add Attachment(s)</p>		
<p align="center">Go to Step 2: Agency-wide Questions</p>		

■ Complete all Agency-wide Questions

■ Click Save & Proceed

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

Job Application **Agency-wide Questions** Supplemental Questions Confirm Application Cancel & Submit

Agency-wide Questions

* Required Field

If you need more than 30 minutes to complete this section click the 'Save Work in Progress' button occasionally to save your work. **Typing does not extend your session.** All questions marked 'Required' need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

Your cooperation in completing questions 16-19 is voluntary and appreciated, as the information you provide is used to evaluate our recruitment and outreach efforts, and to generate statistical reports required by Federal, State, and local agencies. No decisions in the selection process will be made based on your responses, and your choice not to complete this section will not adversely affect your employment opportunities.

- *1. Permanent employees must maintain a principal place of residency within the boundaries of Clark County within 90 days of employment. Employees hired after January 1, 2009, will be required to provide proof of compliance with Nevada motor vehicle registration and drivers' license laws. (Ordinance No. 3881)
 - ☐ I understand that I must comply with Ordinance No. 3881 if I accept a position with Clark County.
- *2. Clark County Human Resources will only accept degrees or credits earned from a college or university accredited by an official agency recognized by the US Department of Education. A listing of accredited universities is available at: <http://ope.ed.gov/accreditation>.
 - ☐ I understand the education accreditation requirement.
- *3. Clark County, NV does not accept a resume in lieu of a completed employment application. Qualifying education and experience must be clearly documented in the Education and Work Experience sections of the application. Do not substitute a resume for your application or write "see attached resume" on your application.
 - ☐ I understand my resume will not be accepted in lieu of a completed employment application.
- *4. Applicants must provide their work history and job duties in their own words. Clark County, NV does not accept language copied word-for-word from a job description as qualifying job experience on an application.
 - ☐ I understand my application must be completed in my own words.
- *5. The Supplemental Questions are considered part of an examination. When answering the Supplemental Questions, each answer must be in the applicant's own words. Clark County, NV does not give credit for copying and pasting the same answer in each supplemental question.
 - ☐ I understand each supplemental question must be in my own words and copying the same answer into each supplemental question will not be accepted.

Save Work in Progress **Save & Proceed**

* Required Field

- Complete all Supplemental Questions
- Click Save & Proceed

Main Menu	Application Status	My Account
SUMMER BUSINESS INSTITUTE - Application process steps: <div> 1 Job Application 2 Agency-wide Questions 3 Supplemental Questions 4 Confirm Application 5 Certify & Submit </div>		
Supplemental Questions <div>* Required Field</div>		
<p>If you need more than 30 minutes to complete this section click the 'Save Work in Progress' button occasionally to save your work. Typing does not extend your session. All questions marked 'Required' need to be answered in order to submit the application. Note: DO NOT use HTML tags in your answers.</p> <p>This supplemental assessment will be used to evaluate your training and experience as it relates to this position. The information you provide will be used to determine your eligibility for further consideration.</p> <p>Please be as specific as possible and include all information requested as you answer the questions. Indicate N/A if you have no applicable experience in the space provided. You can not substitute a resume for your application or write "see attached resume" on your application; only the information provided in response to each question will be scored. Applications without a completed supplemental assessment will not advance in the recruitment.</p> <p>Falsification of information will result in disqualification or removal from a County position.</p> <p>*1. Please enter your student identification number which can be found on your high school transcripts. Your application can not be processed without this number. If you attend a private school or are home schooled, please type N/A.</p> <p>*2. What grade will you be entering in August/September 2011? <input type="radio"/> College Freshman <input type="radio"/> High School Senior <input type="radio"/> High School Junior <input type="radio"/> None of the above </p> <p>*20. I understand that I must submit the following documents by the closing time and date posted on this announcement in order for my application to be complete: 1) My most recent school transcript 2) Two (2) letters of recommendation from a non-family teacher, school administrator, religious leader, employer etc. 3) A signed and dated statement from my school principal, counselor or dean indicating that I am in good standing and recommending me for participation in the SBI Program. I further understand that I may fax these items to (702) 868-2574 or mail/personally deliver these items to Clark County Human Resources - 500 S Grand Central Parkway 3rd Floor - P. O. Box 551791 - Las Vegas NV 89155 Note: Each item must be marked with your full name and the exam #: SBI 2011. Please note that submitted items cannot be returned. <input type="radio"/> Yes <input type="radio"/> No </p> <div> <input type="button" value="Save Work in Progress"/> <input type="button" value="Save & Proceed"/> </div>		
<div>* Required Field</div>		

■ Review/Confirm Application

[Main Menu](#)[Application Status](#)[My Account](#)

SUMMER BUSINESS INSTITUTE - Application process steps:

1 2 3 4 5
[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Confirm Application

Please review the application you're about to send for the position of **SUMMER BUSINESS INSTITUTE**. If you need to modify any parts of your application, just click the 'Edit' button next to the section you wish to modify. Once you've reviewed the application click the 'Confirm Application' button to proceed to the final 'Certify & Submit' step.

[Confirm Application](#)

Contact Information

[Edit Contact Information](#)

Name:	Clark County	Address:	500 S. Grand Central Pkwy Las Vegas, Nevada 89155
		Email:	gvillalta@clarkcountynv.gov
Home Phone:		Notification Preference:	Email
Former Last Name:		Alternate Phone:	
		Month and Day of Birth:	

Personal Information

[Edit Personal Information](#)

Can you, after employment, submit proof of your legal right to work in the United States? ☒ Yes

What is your highest level of education? High School

Preferences

[Edit Preferences](#)

Preferred Salary:
Are you willing to relocate?

Types of positions you will accept:
Types of work you will accept:
Types of shifts you will accept:

Certify/Submit Application

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SUMMER BUSINESS INSTITUTE - Application process steps:

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Application](#)[2](#)[Agency-wide
Questions](#)[3](#)[Supplemental
Questions](#)[4](#)[Confirm
Application](#)[5](#)[Certify &
Submit](#)

Certify & Submit



By submitting this application, I verify all statements made are true and complete to the best of my knowledge. I understand that:

1) Any false statements or incomplete information will be cause for rejection of my application materials or discharge from employment.

2) I understand that prior to employment, I must show proof of citizenship or legal right to work in the United States. I understand as indicated on the online employment application I must list all criminal convictions that I have on my record, that are higher than a moving violation. I must include state, date, and disposition of each conviction. I further understand that a conviction does not automatically bar me from employment. I understand that employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

Submitting this application authorizes Clark County to conduct any and all necessary background checks related to this position.

NOTE: NO CHANGES CAN BE MADE TO CERTIFIED APPLICATIONS



Frequently Asked Questions

- **What is the age and G.P.A requirements?**
Sixteen years of age minimum. However, we only accept high school Sophomores, Juniors and Seniors. Meaning, a student can be in their sophomore year going into their junior year, a junior going into their senior year, or a senior going into their freshman year in college.
All students must have at least a 2.0 G.P.A to apply. Copies of recent transcripts are required.
- **How long is the Program?**
The SBI paid internships is eight (8) weeks in duration. The program begins in early June and ends in August, two weeks prior to the start of the school year. Once students have been accepted, they will receive a schedule of events and attend an Orientation.
- **How many hours do the student's work?**
The student's are required to work Monday - Thursday, eight hours a day, 32 hours per week, and are paid \$ 8.25 per hour. On Fridays, students attend informational workshops with various guest speakers (for which they are not paid). At these weekly seminars students may have the opportunity to earn high school credit. Students are taught Life Skills and Financial Management.
- **Where do students work and with whom?**
On the application, students are asked to identify their top three career choices. If accepted, we use the information specified on their application to place the students with employers and mentors.

Although, this is a County-Facilitated program, that does not necessarily mean students will work at the government center. We have employers and businesses throughout Clark County where a student may be placed to work.
- **How do students apply?**
Online applications will be available February 10, 2012. Interested students MUST submit an online application to the Clark County Human Resources Department at <http://www.clarkcountynv.gov>, no later than 5:00pm on March 9, 2012.

Students MUST also fax the following items:
 - Most recent transcript
 - Two (2) letters of recommendation from a non-family member, teacher, school administrator, religious leader, employer, etc.
 - Signed and dated statement from the school principal, counselor, or dean indicating that the student is in good standing and is being recommended for participation in the SBI program.
All requested documents must be faxed to: (702) 868-2504 attention: Kaveida Allen
- **How will the students know if they are accepted or rejected?**
Students will be notified at the end of April as to whether they have been accepted or rejected. We notify all students by mail or email. We ask that students only call if they have questions about the program, not to determine if they have been rejected or accepted.

FOR MORE INFORMATION, PLEASE CALL (702) 455-2426 or (702) 455-4565.